

***[Use this letter if you lived in your current apartment in September 2018]***

\_\_\_\_\_  
(date)

RE: JANUARY 2019 RENT

Dear \_\_\_\_\_:

Enclosed is my rent for January 2019. I am writing this letter to explain it. As you know, the Glendale City Council adopted an ordinance imposing a two-month rent freeze becoming effective on December 27, 2018 and expiring on February 27, 2019 (“Rent Freeze Period”).

This ordinance requires landlords in multi-family units to roll back the rents they charge during the Rent Freeze Period to no more than the rent they were charging for a unit on September 18, 2018. Any rent increases imposed during the Rent Freeze Period are limited to 5 percent.

According to this, tenants who still live in the same apartments they lived in back on September 18, 2018, are entitled to a “rollback” of their rent to their September 2018 levels. I lived in my unit in September 2018, and at that time my rent was \$\_\_\_\_\_ per month.

For that reason, starting in January 2019, I will be paying my September 2018 monthly rent amount: \$\_\_\_\_\_.

If you have any questions about the rollback, please contact the City Manager’s office at (818)548-4884. If you have any questions about the amount of rent I am paying for January 2019, please contact me.

Thank you,

\_\_\_\_\_

***[Use this letter if you moved into your current apartment after September 2018,  
and your rent has been raised since.]***

\_\_\_\_\_  
(date)

RE: JANUARY 2019 RENT

Dear \_\_\_\_\_:

Enclosed is my rent for January 2019. I am writing this letter to explain it. As you know, the Glendale City Council adopted an ordinance imposing a two-month rent freeze becoming effective on December 27, 2018 and expiring on February 27, 2019 (“Rent Freeze Period”).

This ordinance requires landlords in multi-family units to roll back the rents they charge during the Rent Freeze Period to no more than the rent they were charging for a unit on September 18, 2018. Any rent increases imposed during the Rent Freeze Period are limited to 5 percent. For tenancies commencing after September 18, 2018, rents may not exceed the rent at initial tenancy and any rent increases are limited to the same 5 percent during the Rent Freeze Period.

According to this, tenants who moved into their apartments after September 18, 2018 but have been subject to rent increases since that date, are entitled to a “rollback” of their rent to their initial rent when they moved in. I moved into my apartment on \_\_\_\_\_, and my initial rent at that time was \$ \_\_\_\_\_ per month. My rent has been raised since then, but under this ordinance, I am entitled to return to that amount for my monthly rent.

For that reason, starting in January 2019, and subject to lawful rent increases under the new law, I will be paying monthly rent in the amount of: \$ \_\_\_\_\_.

If you have any questions about the rollback, please contact the City Manager’s office at (818)548-4884. If you have any questions about the amount of rent I am paying for January 2019, please contact me.

Thank you,

\_\_\_\_\_